

Insert a File Path and Name
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A macro that inserts the path and filename into a document is a big help to firms that keep hundreds or thousands of documents. With a hard copy in hand, you'll be able to find the electronic version in an instant.

If you need to mark or identify your documents with a path and filename, the macro described here will make life easier. The macro uses the {SYSTEM} command to recognize the current path and filename of your file, and places that information in your document.

Creating the macro

The macro is included as FILEPATH.WPM. Be sure to place it in the directory that contains your macros.

Using the macro

You can use this macro when you're creating or editing a document. To activate the macro at any point in the document, press Macro (Alt-F10), type "filepath" and press (Enter). The macro will then place a header or footer with the path and filename in your document.

Explanation of the macro

Before the macro can put the name of your document in a header or footer, it needs to make sure that your document has a name.

Line 5 of the macro will take care of this by using the {SYSTEM} name command. This variable contains the current name of the document.

So, in line 5, { IF } "{ SYSTEM } name~ "="~, is checking to see if {SYSTEM}name~ is equal to "", which is nothing.

If it does equal nothing, that means the document doesn't have a name, therefore, the macro is unnecessary. Lines 7-10 tell you to name the document, then run the macro again. The {QUIT} command on line 9 stops the macro.

If the document does have a name, line 11 of the macro tries to edit Header A. Note: You can use a header or footer other than Header A by editing lines 11 and 24 to match the info in this table:

	Line 11 Should Be:	Line 24 Should Be:
For Header A:	{Format}2315	312
For Header B:	{Format}2325	322
For Footer A:	{Format}2415	412
For Footer B:	{Format}2425	422

If Header A (or your choice) does not exist, the {ON NOT FOUND} command on line 3 sends the macro to the "create" label on line 23, which then creates a new Header A (or your choice).

If Header A (or your choice) does exist, it is displayed and line 14 of the macro asks if you want to overwrite it. You'll be able to see the header or footer, so you'll know if this is one that you want to replace with the current filename – or if it should be left alone.

If you answer "N" or "n," the macro returns to the document screen and uses {Goto} {Goto} to return the cursor to its original location.

If you decide to create the header or footer by pressing "n" or "y," the macro uses the {SYSTEM}path~ command on line 19 to insert the path of the file. The {SYSTEM}name~ command then inserts the filename right beside the path.

By placing them in a header or footer, each page is marked with the path and filename.

The {Font} keystroke command in line 19 tells WordPerfect to size the path and filename printed using the small attribute of your base font. Again, you can change this to reflect your needs.

You may want to experiment with the different size attributes to get the particular result you want. A few minutes of trial-and-error sampling can pay benefits when it comes to the appearance of your finished document.

Because the information is placed in a header or footer, you must use View Document to see the results of your efforts.

After the macro is executed, press Print (Shift-F7), (6) View Document to see the document as it will print. Press Exit (F7) to return to the document screen.

If you change the name of your document, you'll need to run the macro again, answering (Y) Yes to overwrite the existing header or footer. If you wish to delete the header or footer from your document, turn on Reveal Codes (Alt-F3) and press (Home), (Home), (Home), (Up Arrow) . Highlight the header or footer code and press (Del).

Now you can use the macro to identify your documents with a path and filename.